

# **Grant Application Montana Land Information Act Fiscal Year 2014**



Produced by the Grant Review Subcommittee of the  
Montana Land Information Advisory Council in cooperation  
with the Montana State Library

Pursuant to Section 4 (c) of the Montana Land Information  
Act (Senate Bill 98) and Administrative Rule IV of the  
Montana Land Information Act.

January 15, 2013

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## PURPOSE

The purpose of this document is to provide a clear overview of the Montana Land Information Act (MLIA) granting process and a concise set of instructions for grant applicants. Both MLIA statute and administrative rule require that the Montana State Library (hereinto referred to as the “Department”) operating under an interagency agreement with the Montana Department of Administration, and with advice from the Montana Land Information Advisory Council (MLIAC), establish a granting process. The Department provides state GIS coordination and general coordination and oversight of MLIA grants. Where appropriate, the products of the grants shall be in compliance with general State information technology (IT) and geospatial data standards and/or policies as defined by the Montana Information Technology Act (MITA) and the Federal Geographic Data Committee (FGDC).

The purpose of the Montana Land Information Act is to develop a standardized, sustainable method to collect, maintain, and disseminate information in digital formats about the natural and artificial land characteristics of Montana. Land information changes continuously and is needed by businesses, citizens, governmental entities, and others in digital formats to be most effective and productive. MLIA will ensure that digital land information is collected consistently, maintained accurately in accordance with standards, and made available in common ways for all potential uses and users, both private and public

## RELATIONSHIP TO THE LAND INFORMATION PLAN

Grant criteria under this process are established by the MLIAC Grant Review Subcommittee and are based upon the original intent of the MLIA and the goals and objectives from the annual Land Information Plan. The Department prepares this annual plan to partially fulfill the requirements of MLIA. The Land Information Plan is an annual plan developed to describe the priority needs to collect, maintain, disseminate and steward land information. This includes the coordination, collection, maintenance, integration, or dissemination of Montana Spatial Data Infrastructure themes or other associated work. The Land Information Plan Subcommittee of the Montana Land Information Advisory Council (MLIAC) advises the Department in the development of the plan. The plan is submitted to MLIAC for review and endorsement, and finalized by the Department. The plan is intended to represent priority land information needs for Montana’s citizens. Government and private sector entities or other stakeholder groups within Montana may implement portions of the Land Information Plan. Entities applying for MLIA grants should implement strategies and initiatives that advance the priorities identified within the Land Information Plan.

## GRANT CRITERIA AND APPLICATION INSTRUCTIONS

### Prerequisites:

- ☐ Applicants are advised to read the Montana Land Information Act and Administrative Rules. Access to this document can be found at: (<http://giscoordination.mt.gov/mlia.asp>), and pertinent excerpts appear in **Appendix A** of this grant application.
- ☐ Information collected through a MLIA grant and other public funds must be made publicly available, consistent with statute and case law.

### Mandatory Criteria:

1. In the Relevance and Public Benefit narrative (Step #2) applicants must reference at least one of the Land Plan priorities proposed for funding as follows:
  - B1 – MSDI Data Partner Support
  - B2 – Local, Regional and Tribal GIS Support
  - B3 – Metadata and Data Archival ProjectsThe complete Land Information Plan document is posted at the following location:  
([http://giscoordination.mt.gov/Documents/Landplans/Land\\_Plan\\_FY13\\_14\\_final.pdf](http://giscoordination.mt.gov/Documents/Landplans/Land_Plan_FY13_14_final.pdf) )
2. Applicants must represent a form of government. These include:
  - Any department, agency, board, commission, or other division of state government
  - Any city, county, or other division of local government
  - A tribal government within the state
  - The Montana University System
3. Proposals directly contributing data or other resources to a Montana Spatial Data Infrastructure (MSDI) Framework theme under B1 of the plan must obtain a letter of support from the Framework Steward (information on MSDI framework themes and contact information can be found at <http://giscoordination.mt.gov/msdi.asp> )
4. If an applicant received a FY2013 MLIA Grant for the same project purpose, the applicant must file a report documenting progress made. If the applicant also received a FY2012 grant for the same project purpose, applicant must include the final grant report submitted to the Montana State Library.

## **Compliance:**

All applications must adhere to the following Administrative Rule V11 - Compliance with Standards, Statutes, and Rules:

- (1) The department with advice from the council, will establish any appropriate standards through an approved state standard setting process.
- (2) All grants must comply with accepted state or federal standards unless waived, for cause, by the department.
- (3) All standards waivers will be reviewed with the council at the next general meeting of the council.

The Montana State Library and the Department of Administration has established the following compliance standard:

All data created under MLIA grants must be registered at the Montana GIS Portal <http://gisportal.msl.mt.gov/geoportal/catalog/main/home.page> and in compliance with Montana Portal Metadata Standards [http://gisportal.msl.mt.gov/metadata/portal\\_metadata\\_standard.html](http://gisportal.msl.mt.gov/metadata/portal_metadata_standard.html) . If data is modified under any MLIA grant, and already registered at the Portal, the Portal metadata record shall be modified appropriately. All Portal metadata records shall be completed before grant close-out.

## **Reporting and Presentation:**

The following reports will be required from all award recipients:

- Quarterly reports as contractually negotiated.
- Final Project Report including a financial status report due by September 30, 2014, or as contractually negotiated.

Technical questions concerning the application process should be directed to:

Stewart Kirkpatrick  
State GIS Coordinator  
Montana State Library  
Phone: 406-444-9013  
E-mail: [skirkpatrick@mt.gov](mailto:skirkpatrick@mt.gov)

## **Grant Period and Extension Policy:**

MLIA grants run for a one year term, usually starting on July 1 of the fiscal year unless otherwise negotiated. Extensions are granted if the applicant can demonstrate adequate circumstances that prevented them from completing the grant on time. If operating under a MLIA grant extension, an applicant may apply for, but not receive, additional MLIA funding until the initial project is completed. Projects under grant extensions must be completed in less than one year and the extension closed out prior to the full one year period.

## Project Partner:

A project partner from an MLIA grant perspective is a project participant that is either a **funding source** or a **funding recipient**. The value of geospatial data holdings is not considered appropriate for in-kind matches therefore data providers are not considered project partners although they do contribute to the relevance and public benefit of the project and should be documented in the Relevance and Public Benefit narrative (see Step 2 of the application process)

## Other Pertinent Information:

The amount of available funds to grant is guided by Administrative Rule II. "Available grant funds" means the balance of the Montana Land Information account on March 31 of each fiscal year, plus an estimate of not-yet-deposited state funds held by counties as of that date, less the department's budget associated with duties and responsibilities defined in 90-1-404, MCA, for the fiscal year and any funds committed to grants. There is no maximum award amount other than the limit of available or projected MLIA funds. The FY13/14 Land Information Plan estimates the budget for this year's grant categories will be \$270,000.

Applications are considered based on the completeness of documentation, meeting of stated basic eligibility, and merit in meeting the goals and strategies as stated in the Montana Land Information Plan for Fiscal Year 2013/2014. Budget information is evaluated for reasonableness and appropriateness to the purpose of MLIA as well as to applicant project goals.

No applicant may pass granted funds back to an MSDI stewarding agency for work on MSDI themes.

Proposals are reviewed by the Montana State Library in cooperation with the MLIAC Grant Review Subcommittee. Individual proposals are evaluated and scored. Through peer consensus process, proposals are ranked for meriting award. The slate of selected proposals will be submitted to the Montana State Librarian for final approval.

**Table 1:** The current year Land Information Plan Grant Category priorities are listed in the table below. FY2014 MLIA grant applications/projects must fall under at least one grant category priority of the plan (See "Step 2 - Relevance and Public Benefit", page 12).

<b>B1 – MSDI Data Partner Support</b> - Data partners should receive funding support and outreach that enables and enhances partnership opportunities
B1.1 - MSDI data partners contributing to statewide framework data may apply for grants according to the published MLIA grant application process. <i>Note: Those data partners must work in advance with the MSDI Theme Stewards to provide data in common formats that promote data integration.</i>
<b>B2 – Local, Regional and Tribal GIS Support</b> - Investments that leverage local, regional, state and tribal matching funds and in-kind time and talent that

builds toward a strong Montana GIS federated enterprise
B2.1 - Regional GIS consortiums that leverage a multi-jurisdictional approach to problem solving and GIS analysis can demonstrate the value of GIS to policy makers.
B2.2 - Localized GIS solutions that demonstrate the value of GIS in improving the quality of life for Montana citizens and build grass roots support for location based services.
<b>B3 – Metadata and Data Archival Projects</b> - Investments that foster data discovery through common, standardized metadata and archival methods
B3.1 - Statutorily qualified Organizations that wish to expose spatial data holding to the public by producing standardized metadata and publishing it through the Montana GIS Portal
B3.2 Organizations working in partnership with the Montana State Library to archive spatial data with standard methodologies that promote discovery of the archives

### Grant Evaluation Criteria for Fiscal Year 2014

- 1. Relevance and Public Benefit** – the proposal meets the purpose of the Montana Land Information Act, references a priority grant category in the Land Information Plan, and benefits multiple agencies, jurisdictions and Montana citizens - (30%)
- 2. Scope of Work** - the proposal demonstrates adequate research and preparation and clearly and concisely describes how the proposed products and activities will accomplish that goal and objective. - (30) %
- 3. Project Management and Organization Capability** – the proposal demonstrates the applicant’s past record of performance with similar projects, the ability to implement the methodology described in the scope of work and adequate skills, qualifications and experience of the project manager, key personnel, project partners and contractors to complete the project. - (20%)
- 4. Budget** – the proposal clearly demonstrates that the project can be completed within the proposed budget and fully justifies all project expenditures reported on the budget form. The proposal includes plan for long term funding and future enhancements - (20%)

### Checklist for completing this grant:

- ☐ Read this entire document
- ☐ Complete the applicant information (Step1) and the four project narratives (steps 2 – 5)
- ☐ Complete steps 6 and 7 if applicable

- ☐ Complete Step 8 by obtaining signature from the director/head of organization/agency or authorized signatory of said director/head..
- ☐ Submit one signed hardcopy and one digital copy (Microsoft Word on cd or dvd) of the grant application

Mail to:

Stewart Kirkpatrick  
State GIS Coordinator  
Montana State Library  
1515 E. 6<sup>th</sup> Ave, PO Box 201800  
Helena, MT 59620-1800

## GRANT TIMETABLE

The granting process is guided by “Administrative Rule V Establishing the Grant Application and Granting Process” and is as follows:

By **January 15** of each fiscal year, the department, with advice from the grant review subcommittee, shall develop the grant criteria for the fiscal year beginning on the following July 1, based upon the priority grant categories from the land information plan, and shall publish the grant criteria, grant application forms, and instructions for submitting grant applications to the department web site. Grant criteria may allow for funding multi-year projects.

Grant applications received by the department before **5:00 p.m. on February 15<sup>th</sup>** will be considered. A complete application shall contain:

1. Relevance and public benefit narrative
2. Scope of work narrative
3. Project management and organizational capability narrative
4. Budget justification narrative and budget tables
5. Statements of Support from project partners only (see the definition of a project partner on page 6)
6. Renewable grant accountability narrative if applicable

Upon receipt, the department will review the applications for all required sections and advise applicants of incomplete grant applications. Applications initially incomplete, but completed and received by **March 1**, will be evaluated for possible funding.

By **May 1** of each fiscal year, the department with advice of the grant review subcommittee shall rank the applications in priority order. Previously approved multi-year projects may be placed at the top of the priority list. The grant review subcommittee chair shall distribute the results to the council, consider additional comments, and report those comments to the department if necessary.



By **May 15** of each fiscal year, the department, with advice of the grant review subcommittee, shall finalize the priority order of the grants.

The department shall disperse available grant funds to grant applicants in the order of priority. Available grant funds in excess of the funding necessary for the applications that meet the grant criteria shall be carried over to the available grant funds for the subsequent grant period.

## APPLICATION FOR GRANT FUNDING

### STEP 1 – Applicant and Partner Information

**Primary Applicant (Required):**

Name of principle individual:

Name of agency/entity:

Street:

City:

County:

State:

Zip Code:

Contact email address:

Contact fax address:

Contact phone:

**Organizational Unit (if applicable)**

Department:

Division:

**Other Project Partners – complete for each partner (copy box as needed):**

Name of contact:

Name of Agency:

Street:

City:

County:

State:

Zip Code

Contact email address

Contact phone:

**Date Submitted (Required):**

**Date Received by State:**

**Descriptive Title of Applicant's Project (Required):**

## **STEP 2 – Relevance and Public Benefit**

**Relevance and Public Benefit (Required) – *Submit a short narrative (limited to 300 words or one page) describing the project, its merits and purpose. The applicant must describe HOW (don't just say it does) the project meets the purpose of the Montana Land Information Act and specifically describe how its deliverables will satisfy at least one of the grant category priorities of the land plan. The applicant should describe why funding this project benefits government agencies and private citizens on a local, regional and statewide basis as applicable.***

***\*In this section applications will be evaluated on how well the proposal meets the purpose of the Montana Land Information Act, references at least one grant category priority of the Land Information Plan, and benefits multiple agencies, jurisdictions and Montana citizens (100 points total weighted at 30 % of the total score)***

## STEP 3 – Scope of Work Narrative

**Scope of Work (Required) – *Provide a detailed narrative (up to 4 pages) of the work that needs to be accomplished in order to complete a successful project. The statement must include:***

- a. Goals and Objectives - List the project goal or goals and objectives. Goals are separate and distinct from objectives. Project goals should be broad and provide a general statement of the project purpose. Each goal should have at least one measurable objective. The objective should describe a specific outcome of the project and when this outcome will be achieved. For example, the goal may be to build a county address database. An objective would be to collect X number of GPS structure points by October 1<sup>st</sup>. A second objective may be to apply a physical address to each point by December 30<sup>th</sup>.
- b. Tasks or Activities - Describe in chronological order the individual tasks or activities necessary to accomplish the work under each objective. This description must provide sufficient detail to show that the project is technically feasible and will accomplish the objectives stated in the application. The description also should provide detail concerning the specific results of each task or activity and when these results should be expected.
  - i. Equipment – Equipment purchases should be listed as tasks or activities. Identify and describe any equipment that would be purchased. Equipment purchases must comply with section 90-1-411 (1) of MCA - “Money in the account may be used only for the purposes of this part, including purchasing technology to assist in collecting, maintaining, or disseminating land information and funding the budget required under 90-1-410. “ Provide specific justification for all acquisitions and describe in detail how the acquisition helps achieve the applicant’s goals and objectives.
- c. Project Schedule – Provide a project time schedule. The format may be either a list of activities and dates or a detailed bar chart. The schedule should provide a time frame for the project from the starting date through project completion. Tasks or activities should be listed in the expected start-up sequence. If particular tasks must be completed (task dependencies) this should be indicated. Dates for advertising for bids, requests for proposals, contract award dates and start/end dates for each task or activity should be included.

***\*In this section applications will be evaluated on whether the proposal demonstrates adequate research and preparation, and clearly and concisely describes how the goals, objectives and tasks will be accomplished. – (100 points total weighted at 30% of the total score)***

## **STEP 4 – Project Management and Organizational Capability Narrative**

**Project Management and Organization Capability – Provide a narrative (up to two pages) highlighting applicant's project management and organizational capability. Please document applicant's record of performance in implementing projects similar in scope to the one described in the grant application. List the skills, qualifications and experience of the project manager, key personnel, project partners and proposed subcontractors.**

***\*In this section applications will be evaluated on how well the proposal demonstrates the applicant's past record of performance with similar projects, the ability to implement the methodology described in the scope of work and adequate skills, qualifications and experience of the project manager, key personnel, project partners and contractors to complete the project. If subcontractors are to be used the procurement process for acquiring professional services this must be described in detail. (100 points total weighted at 20% of the total score)***

## **STEP 5 – Budget Justification Narrative and Tables**

**Budget Justification Narrative - Please provide a budget justification narrative (up to two pages) along with table(s) as shown below. The budget justification narrative must clearly demonstrate that the project can be completed within the proposed budget. Provide a general discussion of the spending plan and explain each budget item in relation to the total budget. The budget narrative should clearly state the assumptions used to develop the proposed budget including all sources of subcontracted cost estimates.**

***If the applicant's share is to be considered in-kind, the source of those in-kind must be documented. Matching in-kind funds must be specific to the project and be fully justified. They may be monetary or in other forms such as staffing, infrastructure or technology support.***

***Leveraging additional funds is encouraged. Leveraged funds are additional funding sources that allow expansion of the project beyond what MLIA funding would allow. County MLIA share (25% of the total MLIA collections) residing in county land information accounts as per 7-4-2637(3)(ii) <http://data.opi.mt.gov/bills/mca/7/4/7-4-2637.htm> should be leveraged where possible.***

***All funding sources listed in the budget table must be fully explained. If grant funds are to be distributed to project partners through contractual agreements or other means those must be explained in the narrative.***

***Explain how this project will be maintained in the long term including staffing and funding plans, including reducing dependencies on MLIA funding. Explain any projected future enhancements that may require additional third party funding.***

***Applicant budget summary***

Category	MLIA Share	Applicant Share	Other Share	Total
a. Personnel				
a.1 Fringe Benefits				
b. Travel				
c. Equipment				
d. Supplies				
e. Contractual				
f. Other				
<b>Totals</b>				

***Project Partner budget summary (provide a separate budget summary for each partner (including subcontracts). See page 6 for a definition of a project partner.***

Category	Partner 1	Partner 2	Partner 3	Total
a. Personnel				
a.1 Fringe Benefits				
b. Travel				
c. Equipment				
d. Supplies				
e. Contractual				
f. Other				
<b>Totals</b>				

***\*In this section applications will be evaluated on how well the proposal demonstrates that the project can be completed within the proposed budget, fully justifies all project expenditures, and explains long term funding plans. (100 points total weighted as 20% of the score).***

## STEP 6 – Statements of Support

Statements of support must be included from any party listed as a project partner (see page six for the definition of a project partner). DO NOT include other statements of support as they will not be evaluated.

*\*If the proposal proposes to support a particular MSDI framework layer(s), applicant must include a letter of support from the framework steward(s). See mandatory criteria # 3.*

## STEP 7 – Renewable Grant Accountability Narrative

If the applicant received a FY2013 MLIA Grant for the same project purpose, applicant must file a report documenting the progress made toward meeting the requirements of that grant. The report must include a status report on all tasks or deliverables included in the grant. If the applicant also received a FY2012 grant for the same project or purpose, applicant must include the final grant report submitted to the Department of Administration.

## STEP 8 – Sign the Application

### Authorizing Statement

I hereby certify that the information and all statements in this application are true, complete and accurate to the best of my knowledge and that the project or activity complies with all applicable state, local and federal laws and regulations.

I further certify that this project will comply with applicable statutory and regulatory standards.

I further certify that I am (by my signature) authorized to enter into a binding agreement with the Montana State Library to obtain a grant if this application receives approval.

\_\_\_\_\_  
Name (print or type)

\_\_\_\_\_  
Title (print or type)

\_\_\_\_\_  
Signature and Title of Authorized Representative(s) of Public Entity Applicant

Date \_\_\_\_\_



## APPENDIX A - PERTINENT MLIA STATUTE AND RULE

### MLIA Statute Related to MLIA Grants:

#### **90-1-404. Land information -- management -- duties of department.**

The department shall:

(e) establish, by administrative rule, an application process and a granting process that must be used to distribute funds in the account. The granting process must give preference to interagency or intergovernmental grant requests whenever multiple state agencies, local governments or agencies, or Indian tribal governments or tribal entities have partnered together to meet a requirement of the land information plan.

(f) review all grant applications from state agencies, local governments or agencies, and Indian tribal governments or tribal entities for the purpose of implementing the land information plan;

#### **90-1-406. Land information advisory council -- duties -- advisory only.**

The council shall:

(b) advise the department on the priority of land information, including data layers, to be developed;

(d) advise the department on the development and management of the granting process described in 90-1-404(1)(e);

(e) advise the department on the management of and the distribution of funds in the account;

(f) assist in identifying, evaluating, and prioritizing requests received from state agencies, local governments, and Indian tribal government entities to provide development of and maintenance of services relating to the GIS and land information;

#### **90-1-410. Montana land information account -- distribution of funds.**

(2) A state agency, a local government, or an Indian tribal government entity may apply to the department for funds in the account for the purposes described in this part.

(3) The department shall ensure that funds distributed under this section are managed by the recipient of the funds according to standards and practices established by the department to allow for the greatest use and sharing of the land information.

**90-1-411. Montana land information account -- use of funds -- action by department -- hearing.** (1) Money in the account may be used only for the purposes of this part, including purchasing technology to assist in collecting, maintaining, or disseminating land information and funding the budget required under 90-1-410.

(2) If the department determines that a recipient of funds from the account has not used or is not using funds in the manner prescribed by the department, the department may, after notice and hearing as provided for in Title 2, chapter 4, suspend further payment to the recipient.

(3) A recipient to whom the department has suspended payments under this section is not eligible to receive further funds from the account until the department determines that the recipient is using funds in the manner prescribed by the department.

### **Other Statute Related to MLIA Grants:**

**7-4-2637. Fees for recording documents.** (1) Except as provided in [7-2-2803](#)(4) and [7-4-2631](#), the fee for recording a standard document that meets the requirements of [7-4-2636](#) is \$7 for each page or fraction of a page.

(2) Except as provided in [7-2-2803](#)(4), the fee for recording a document that does not meet the requirements of [7-4-2636](#) is the fee specified in subsection (1) plus \$10.

(3) (a) Of the fees collected under subsection (1):

(i) \$1 must be deposited in the records preservation fund, provided for in [7-4-2635](#);

(ii) 25 cents must be deposited in the county land information account provided for in [7-6-2230](#);

(iii) 75 cents must be transmitted each month to the department of revenue in the manner prescribed by the department of revenue for deposit in the Montana land information account created in [90-1-409](#); and

(iv) the remainder must be deposited as provided for in [7-4-2511](#).

(b) The fees collected under subsection (2) must be deposited in the records preservation fund provided for in [7-4-2635](#).

**7-6-2230. County land information account -- creation -- purposes -- uses.** (1) The governing board of each county shall establish a county land information account.

(2) The governing body of each county is responsible for deposits to and expenditures from the account.

(3) Subject to the provisions of subsection (4), a county may use the funds in the county land information account:

(a) for local geographic information system projects to meet the local operations needs of the county or a municipality within the county;

(b) for local land information data collection, maintenance, and dissemination projects;

(c) for intergovernmental or interagency geographic information system and land information data collection, maintenance, or dissemination projects with any other county, city, state, federal, or Indian tribal agency; or

(d) as matching funds for other state, federal, private, or other fund sources to accomplish the purposes of this section.

(4) (a) Except as provided in subsection (4)(b), use of funds in the county land information accounts must comply with applicable, existing state standards for the geographic information system and land information.

(b) A county may, upon approval of the county governing board, use funds in the county land information account for projects that collect, maintain, disseminate, or otherwise use the geographic information system or land information for which state standards do not exist.

(5) Funds deposited to and expended from the county land information account are subject to audit pursuant to Title 2, chapter 7, part 5.

**History:** En. Sec. 11, Ch. 135, L. 2005.

## **MLIA Administrative Rule Related to MLIA Grants:**

**NEW RULE II DEFINITIONS** In addition to the definitions found in 90-1-403, MCA, the

following definitions apply:

(1) "Available grant funds" means the balance of the Montana land information account on March 31 of each fiscal year, plus an estimate of not-yet-deposited state funds held by counties as of that date, less the department's budget associated with duties and responsibilities defined in 90-1-404, MCA, for the fiscal year and any funds committed to grants.

(2) "Grant criteria" mean any specific grant conditions set forth by the department, with the advice of the council, pertaining to subject matter of grant applications, applicable standards, or other conditions that define the nature of applications that will be accepted.

(3) "Grant review subcommittee" means a subcommittee established by the council that, together with the department, will formulate grant criteria consistent with the purpose of the Montana Land Information Act, and review grant applications.

### NEW RULE III APPOINTMENT OF LAND INFORMATION PLAN AND GRANT REVIEW SUBCOMMITTEES

(1) By July 1 of each fiscal year, the council will appoint a land information plan subcommittee and grant review subcommittee from existing council members to advise the department on behalf of the council, on the land information plan, grant criteria, and prioritization of grant submittals.

(2) The subcommittees will minimally consist of:

- (a) a state agency representative;
- (b) a federal agency representative;
- (c) a tribal representative;
- (d) a local government representative;
- (e) a private sector representative;
- (f) a member representing a Montana association of geographic information systems professionals; and
- (g) one of the legislative members.

(3) The subcommittees shall elect a chair from their membership.

(4) The subcommittees shall gather and distribute materials to the entire council in a manner determined by the council.

### NEW RULE V ESTABLISHING THE GRANT APPLICATION AND GRANTING PROCESS

(1) By January 15 of each fiscal year, the department, with advice from the grant review subcommittee, shall develop the grant criteria for the fiscal year beginning on the following July 1, based upon the goals and objectives from the land information plan, and shall publish the grant criteria, grant application forms, and instructions for submitting grant applications to the department web site. Grant criteria may allow for funding multi-year projects.

(2) Grant applications received by the department before 5:00 p.m. on February 15 will be considered.

(3) Upon receipt, the department will advise applicants of incomplete grant applications. Applications initially incomplete, but completed and received by March 1, will be evaluated for possible funding.

(4) By May 1 of each fiscal year, the department, based on grant criteria and with advice of the grant review subcommittee, shall identify grant applications that meet the grant criteria and warrant approval and shall rank them in priority order. Previously approved multi-year projects may be placed at the top of the priority list. The grant

review subcommittee chair shall distribute the results to the council, consider additional comments, and report those comments to the department if necessary.

(5) On May 15 of each fiscal year, the department, with advice of the grant review subcommittee, shall finalize the priority order of the grants.

(6) The department shall disperse available grant funds to grant applicants in the order of priority set forth under (5). Available grant funds in excess of the funding necessary for the applications that meet the grant criteria shall be added to the available grant funds for the subsequent grant period.

#### NEW RULE VI MONITORING THE MONTANA LAND INFORMATION ACCOUNT FUNDS

(1) The department shall monitor each grant, contracted service, or federal matching fund. Depending upon the deliverables or types of services, the department may require additional quarterly or other reports that verify the deliverables or services are meeting documented specifications.

(2) The department will notify the council of actions the department takes when any grants or contracted services do not meet the specific deliverables or timelines defined in the statement of work.

#### NEW RULE VII POLICIES, STANDARDS, PROCEDURES AND GUIDELINES (1)

Policies, standards, procedures, and guidelines will be established in accordance with administrative rules such as those stated in the Montana Information Technology Act Sub-Chapter 2. All grants must comply with accepted State of Montana rules, policies, standards, or procedures unless waived through procedures defined in accordance within established administrative rules.

NEW RULE VIII OFF-CYCLE GRANTS (1) The department, with advice of the council, may approve requests for funding that fall outside of the regular grant cycle.

## APPENDIX B – GRANT ADMINISTRATIVE COST GUIDELINES

One MLIA grant evaluation criteria is how much of the MLIA dollar is spent directly accomplishing the proposed project goals/objectives vs. the amount of MLIA funds spent on organizational administrative cost. MLIA grant submissions may include reasonable administrative costs; the question arises as to what is “reasonable”. Any definition of “reasonable administrative costs” is somewhat subjective, so the criteria is not intended to exclude any rational administrative costs; certainly none that use these costs as “matching” funds in support of the MLIA project goals.

Therefore, the MLIAC Grants Committee and the Department will consider any administrative costs up to 5% of the total MLIA funds requested “reasonable” upon their face value. If the MLIA administrative costs funds requested exceed 5%, the grant requestor must detail and individually justify each administrative cost. When evaluating the “above 5%” submissions, the Grants Committee and the Department will consider the:

- Ratio of the total MLIA funded administrative cost to the total MLIA grant funds requested; the higher the ratio, the lower the overall grant score.
- Justification for each administrative cost category, and their application to the goals and objectives of the MLIA Land Plan.
- The mix of current grant submissions and the relative value of this submission to the short and long term goals of the MLIA Council.

The MLIAC Grants Committee and/or the Department have the following options:

- Reject the grant;
- Ask the grant requestor to modify the administrative costs;
- Rate the grant lower in the MLIA grant funding priority list; and/or
- Accept the administrative costs as submitted.

## APPENDIX C – GUIDE TO GRANT SCORING

### Step Two: Relevance and Public Benefit Narrative Scoring – 100 Total Points

1. Sub-criteria 1 – Project meets the purpose of the Montana land Information Act - 25 points total  
Applicant specifically states how the project will develop standardized sustainable methods to collect maintain or disseminate information in digital formats about the natural and artificial land characteristics of Montana
2. Sub-criteria 2 – Applicant specifically describes how the project meets at least one of the grant categories of the annual Land Information Plan – 25 points total  
Applicant uses specific examples to explain how the project meets at least one goal and objective of the land plan
3. Sub-criteria 3 – Applicant specifically describes the public benefit - 50 points total
  - a. Applicant demonstrates that the project will benefit and support multiple government agencies
    - i. Project demonstrates that it will benefit at least one other agency across departments, for example a county project benefits public works, the fire department and planning; or
    - ii. Project demonstrates that it will benefit multiple cross-jurisdictional agencies, for example a county project benefits the Forest Service, BLM and a Tribal Government.
  - b. Applicant demonstrates public good and provides specific examples of that public good

**Step Three: Scope of Work Narrative Scoring– 100 Total Points**

1. Sub-criteria 1 – Project goals and objectives are detailed and consistent with the Relevance and Public Benefit Narrative - 70 points total

The narrative is broken into a series of project goals, measurable objectives and tasks.

- i. The goal or goals are consistent with the overall project purpose described in the Relevance and Public Benefit Narrative
- ii. Objective or objectives align logically with the stated goal(s) and success is clearly measurable
- iii. The tasks under each objective are described in enough detail to clearly demonstrate that the project is technically feasible and the applicant understands the entire scope of the project. Any equipment purchases are listed as tasks.

2. Sub-criteria 2 – The scope of work includes a time line or schedule with tasks listed in sequence from start date to completion. Tasks dependent on the completion of previous tasks should be noted – 30 points total

**Step Four: Project Management and Organizational Capability Narrative Scoring – 100 Total Points**

1. Sub-criteria 1 – The applicant describes project(s) that they have completed that are similar in scope to the one described in the Scope of Work Narrative – 60 points total

The applicant specifically describes completed project(s) so clear understanding of the scope, methodologies and any similarities to the one in the Scope of Work Narrative are present. The applicant may describe up to three projects

2. Sub-criteria 2 – The applicant lists the project manager, key personnel, project partners and an contractors that will work on the project – 40 points total
  - a. Project manager has demonstrated experience managing similar projects.
  - b. Key personnel and project partners (if applicable) have demonstrated experience working on similar projects.
  - c. Any proposed subcontractors and the procurement process for acquiring them is described.



## **Step Five: Budget Justification and Tables Scoring – 100 Total Points**

1. Sub-criteria 1 – The applicant provides a clear picture of what MLIA and matching funds will purchase- 60 points total
  - a. The applicant states the assumptions used to develop the budget. These assumptions could include past projects with similar costs, requests for information (RFI) or requests for proposals (RFP) responses or similar cost estimates from public sector consultants, equipment bids or similar justification.
  - b. Any equipment purchases are justified in detail
  - c. All matching funds from the applicant or project partners are fully explained as to the source and stability of those funds
  - d. A long term funding plan for maintenance of the project is included and documents any future enhancements that may require additional third party funding as well as plans to reduce dependencies on MLIA funding after the project is completed.
2. Sub-criteria 2 – Budget tables – 20 points total
  - a. Budget tables are consistent with the budget narrative
  - b. Budget tables are complete including applicant and project partners contributions
3. Sub-criteria 3 – Project leverages additional (non-in-kind)funding sources – 20 points total

All leveraged funds from other sources are fully explained as to their source, stability and the extent to which they expand the scope of the project beyond what MLIA funding would allow.

**FY 2014 MLIA Grants - Scoring Methodology**Example Proposal X

Criteria	Weighting	Reviewer A	Reviewer B	Reviewer C	Panel Score	Weighted
Relevance & Public Benefit	30%	85	75	80	80 *.3	24
Scope of Work	30%	75	83	90	83 *.3	24.9
Management & Organization	20%	87	68	75	77 *.2	15.4
Budget Justification	20%	95	86	90	90 *.2	18
Proposal X Total						82.3

Each proposal is scored with a percentage of 0-100% for each of the grant evaluation criteria by each reviewer. Scores are compared and discussed and a final score for each criteria is agreed to as the 'panel score'. This is not necessarily the mathematical average of the reviewer's scores (as it is in the above example). It is at this point that reviewers discuss in detail the strengths and weaknesses of each proposal and either modify their individual scores to be averaged or otherwise agree to a panel score for each criteria. That value is then multiplied by the according weight and the total score for each proposal is tallied. Proposals are then ranked on their final scores and if necessary, further discussion regarding prioritization and available grant funding. The scored and ranked proposals and supporting documentation is provided to the Department for final review and decision.